



Application for CanBIM P1 Certification (Professional Level 1)

Applicant Name: _____

Is this an initial Application or a Re-Submission?: *Initial* *Re-Submission*

Date of Initial Application: _____

Date of Re-submission (if applicable): _____



November 2018

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1.0 APPLICATION & SUBMISSION GUIDELINES**CanBIM P1 Certification (Professional Level 1)****1. Documents required for CanBIM P1:**

- a) Completed Application Form, with all relevant information, signed by applicant and dated as required.

AND

Proof, in the form of a Transcript, Certificate, or Letter of Confirmation of the successful completion of a

CanBIM Foundations Certified Course(s)/Program(s) (Visit: <https://www.canbim.com/certification-directories>).

AND

Appendix A/P1- Experience Summary for CanBIM Professional Level 1 describing, in detail, the required hours of professional experience (See page 16) within a building-related or infrastructure-related discipline, outlining the applicant's introductory and basic knowledge of the BIM process gained by way of employment experience (See pages 17-18 for guidelines).

OR

- b) In the case where a CanBIM Foundations Certified Course has not been completed, **Appendix A/P1- Experience Summary for CanBIM Professional Level 1** describing in detail **1000 hours** of professional experience (see pages 17-18 for guidelines) within a building-related or infrastructure-related discipline, outlining the applicant's introductory and basic knowledge of the BIM process gained by way of employment experience.
- c) A current, up-to-date, Curriculum Vitae or Resume'.

2. Submission of Application & Document Requirements:

- a) Combine all documents into **A SINGLE PDF FILE** in the following order:
- Completed and signed Application for Certification with Appendix/Appendices
 - Any additional material to support Appendices (if applicable)
 - Copy/copies of Academic Degree and/or Diploma
 - Curriculum Vitae/Résumé
 - Transcript/Certificate or Letter of Confirmation (if applicable)
- b) Submit your completed application form and all supporting documentation **AS A SINGLE PDF FILE** via email to certification@canbim.com. Ensure proper page numbering is included.
- c) All supporting documentation must be appended/added at the end of the application form. **DO NOT** remove, reorder or insert pages from body of the application.
- d) Your SINGLE PDF FILE naming format:
Application_ "CertificationLevel" _ "LastName" _ "FirstName" _ "Round (MM.YYYY)"
Example: Application_P1_Smith_John_04.2020

3. General Guidelines

- a) Processing of this application may take up to 12 weeks from the date of receipt
- b) **Do not remove** any pages from the body of the application (see Section 2 above)
- c) **Do not insert** any pages within the body of the application (see Section 2 above)
- d) All sections of this application form **must be filled in** – insert **"Not Applicable"** or **"N/A"** for sections which do not apply.
- e) An invoice for the application fee will be sent to you after the submission deadline, you will have the option to pay online or by cheque. Payment of a non-refundable application fee is required to secure your application. Application will not be processed without payment of the required application fee.
- f) **Failure to submit your application as per the submission instructions will result in your application being deferred and/or delayed, until such time that a revised application is received.**

2.0 PERSONAL INFORMATION**Name**

Prefix:	Are you a member of CanBIM: Yes No
First Name:	Middle Name:
Surname:	Maiden Name:
Date of Birth (yyyy/mm/dd):	

Home Address

Number & Street:			Apartment/Suite #
City/Town:	Province/State:	Country:	Postal Code:

Applicant's Contact Information

Residence	Work
Telephone #:	Telephone #:
Email:	Email:
Mobile #:	Mobile #:

I prefer to be contacted and receive correspondence at: Home Work

Current Employment

I am currently not employed

Company/Employer:			
Address - Number & Street:			Suite #:
City/Town:	Province/State:	Country:	Postal Code:
Telephone #:		Website:	
Company/Employer's Building-related Discipline: (e.g. architectural, engineering, construction, design-build, etc.)			
Is the Company/Employer a CanBIM Member? Yes No			

3.0 CURRENT OR PREVIOUS AFFILIATIONS OR PROFESSIONAL ASSOCIATIONS:

Are you now or have you ever been a member of any professional associations or are you now or have you ever received a designated certification?

Yes

No

If yes, please indicate:

Affiliation/Association 1	
Name of Association:	
Province:	Country:
# of Year(s):	Member/License #: (if applicable)
Designation/Classification:	

Affiliation/Association 2	
Name of Association:	
Province:	Country
# of Year(s):	Member/License # (if applicable)
Designation/Classification:	

Affiliation/Association 3	
Name of Association	
Province	Country:
# Year(s):	Member/License #: (if applicable)
Designation/Classification:	

4.0 FORMAL ACADEMIC EDUCATION

Please provide all information as requested. Verification of all formal education information must accompany the Application for Certification. Please include non-returnable photocopies of all degrees, or diplomas. Please include copies of any additional documents that may assist with the review of your application.

Discipline of study:

Architecture Architectural Technology Construction Management Engineering Technology
Engineering Construction Engineering Construction Eng. Technology Facilities Management

Other _____

Formal Academic Education 1				
College/University Attended:				
Degree/Diploma Granted:			Year Granted:	
Location				
City:		Province:		Country:
Years of Study:	From		To	
	Month	Year	Month	Year

Formal Academic Education 2				
College/University Attended:				
Degree/Diploma Granted:			Year Granted:	
Location				
City:		Province:		Country:
Years of Study:	From		To	
	Month	Year	Month	Year

Formal Academic Education 3				
College/University Attended:				
Degree/Diploma Granted:			Year Granted:	
Location				
City:		Province:		Country:
Years of Study:	From		To	
	Month	Year	Month	Year

5.0 OTHER RELATED EDUCATION

Please indicate any courses taken in addition to any Formal Education

Other Related Education 1				
Institution/School/Education Provider:				
Degree/Diploma/Certificate Granted:			Year Granted:	
Location				
City:		Province:		Country:
Years of Study:	From		To	
	Month	Year	Month	Year

Other Related Education 2				
Institution/School/Education Provider:				
Degree/Diploma/Certificate Granted:			Year Granted:	
Location				
City:		Province:		Country:
Years of Study:	From		To	
	Month	Year	Month	Year

Other Related Education 3				
Institution/School/Education Provider:				
Degree/Diploma/Certificate Granted:			Year Granted:	
Location				
City:		Province:		Country:
Years of Study:	From		To	
	Month	Year	Month	Year

6.0 PRESENT EMPLOYMENT & JOB DESCRIPTION

Please provide all information for your **present employment position**. Please attach copies of any documents that may assist with the review of your application.

Job Title:			
Company Name:			
Department:			
Name of Direct Supervisor:		Title of Direct Supervisor:	
Company Telephone #:		Company Website:	
Employer's Building-related Discipline: (e.g. architectural, engineering, construction, design-build, etc.)			
Start date of present employment:	From		
	Month	Year	
Describe, in detail, the role, function & responsibilities of your current job:			

7.0 VERIFICATION OF PRESENT EMPLOYMENT & JOB DESCRIPTION

Please provide the following completed statement as verification of your **present job description**. The statement must be completed by your direct supervisor or any other responsible person as evidence that the description of your present job functions and roles are valid. The section should only be signed once the job description portion of this application is completed in full. Insufficiently completed sections may result in a delay in the review of your application by the CanBIM Certification Assessment Panel.

I, _____ verify that the Present Employment and
Print Supervisor's Name

Job Description as described above by _____ is accurate.
Print Applicant's Name

Supervisor's Title:	
Company:	
Supervisor's Signature:	Date:
Supervisor's Telephone #:	Supervisor's Email:

8.0 PREVIOUS EMPLOYMENT & JOB DESCRIPTION

Please provide all information for employment positions you have held **prior to your present position**. Please attach copies of any documents that may assist with the review of your application.

Previous Employment 1				
Job Title:				
Company Name:				
Department:				
Name of Direct Supervisor:			Title of Direct Supervisor:	
Company Telephone #:			Company Website:	
Employer's Building-related Discipline: (e.g. architectural, engineering, construction, design-build, etc.)				
Dates of Employment:	From		To	
	Month	Year	Month	Year
Describe, in detail, the role, function & responsibilities of your previous job:				

Previous Employment 2				
Job Title:				
Company Name:				
Department:				
Name of Direct Supervisor:			Title of Direct Supervisor:	
Company Telephone #:			Company Website:	
Employer's Building-related Discipline: (e.g. architectural, engineering, construction, design-build, etc.)				
Dates of Employment:	From		To	
	Month	Year	Month	Year
Describe, in detail, the role, function & responsibilities of your previous job:				

Previous Employment 3				
Job Title:				
Company Name:				
Department:				
Name of Direct Supervisor:			Title of Direct Supervisor:	
Company Telephone #:			Company Website:	
Employer's Building-related Discipline: (e.g. architectural, engineering, construction, design-build, etc.)				
Dates of Employment:	From		To	
	Month	Year	Month	Year
Describe, in detail, the role, function & responsibilities of your previous job:				

9.0 PROFESSIONAL REFERENCES

Please provide the names and contact information of at least two people, not including your present supervisor, who have a good knowledge of your capabilities and work experience and support your application. These professional references may be contacted on your behalf.

Reference 1	
Name:	
Title:	
Company Name:	
Email Address:	
Company Telephone #:	Company Website:
Company's Building-related Discipline: (e.g. architectural, engineering, construction, design-build, etc.)	

Reference 2	
Name:	
Title:	
Company Name:	
Email Address:	
Company Telephone #:	Company Website:
Company's Building-related Discipline: (e.g. architectural, engineering, construction, design-build, etc.)	

10.0 TERMS AND CONDITIONS

I, _____ *the Applicant, hereto:*

1. Agree to pay to the Canada BIM Council a non-refundable application fee and non-refundable certification fee.
2. Understand that CanBIM may terminate my certification at any time without any refund of payment being made, in the following circumstances;
 - Failure to meet the necessary requirements of the certification
 - Misrepresentation or providing incorrect information to CanBIM
 - Failure to settle any payments within 30 days of receiving an invoice
3. Understand that any certification document issued by Canada BIM Council remains the property of Canada BIM Council and shall be returned upon request or if my certification should cease for any reason.
4. Authorize Canada BIM Council to collect and retain the information provided within this application form and any appendices or accompanying documents on file for the duration of my certification with Canada BIM Council.
5. Hereby certify all statements made and information provided within this application form (including any appendices or attachments hereto) to be true, complete and correct to the best of my knowledge.

11.0 DECLARATION BY APPLICANT

Name: (please print)	
Signature:	Date:

12.0 APPLICATION FEES

Upon submission of the application, CanBIM will send an invoice after the submission deadline for the application fees with an option to pay online or by cheque. Payment is due upon receipt.

Member Application Fee \$70.00 + applicable taxes per your province

Non-Member Application \$95.00 + applicable taxes per your province

13.0 CERTIFICATION FEES

Certification Fees		
Certification Fees are <u>not due at this time</u> . A Certification Fee will be billed once this application has been reviewed and level of certification confirmed.		
Subsequent Certification Fees are as follows:	<u>CanBIM Members</u>	<u>Non-Members</u>
CanBIM P1	\$110.00 for 2 Years	\$160.00 for 2 Years
CanBIM P2	\$210.00 for 2 Years	\$260.00 for 2 Years
CanBIM P3	\$310.00 for 2 Years	\$360.00 for 2 years
CanBIM CP	\$410.00 for 2 Years	\$460.00 for 2 years

14.0 INFORMATION REGARDING APPENDIX FOR CANBIM P1 CERTIFICATION

The requirement for CanBIM Professional Level 1 Certification (P1) is:

An understanding of the general knowledge of the Building Information Modelling (BIM) process, its most basic and essential concepts and technical aspects.

This is a knowledge-based assessment, which recognizes learning either through professional experience or formal training combined with professional experience. The submitted description of professional experience provided in **Appendix A/P1** will be assessed according to the minimum assessment targets for CanBIM P1 certification.

Assessment Targets:

Understanding of the general knowledge that forms the foundation of the BIM process.

In **Appendix A/P1** describe how you have acquired knowledge of the following concepts and technical aspects in completing your required hours of professional experience:

- Describe terminology and definitions associated with BIM within the project
- Distinguish various levels of BIM utilized within the project
- Describe how BIM benefited the project
- Describe how BIM was used as a collaboration and coordination tool in relation to the project
- Name BIM-related software programs utilized on the project
- Outline basics of the modelling process as related to the project

For example; “Various levels of BIM” – Describe how you have acquired knowledge or have been exposed to the various level of BIM in your professional experience. Your description should specifically relate to and identify how, within a project, your experience exposed you to an understanding to the various levels of BIM.

NOTE: Supplementary Information

Please feel free to expand upon your understanding of the BIM process beyond the above noted list of concepts and technical aspects, please provide as much detail as possible in order to ensure a thorough Assessment.

15.0 CERTIFICATION ELIGIBILITY AND REQUIREMENTS FOR P1

In the Matrix shown below, select which option best reflects your status to determine professional hours required.

If the applicant **has completed** a course(s) which has been certified as *CanBIM Foundations*:

Refer to Section 'A' of the chart below and select the CanBIM Foundations level to which the course(s) have been certified. Each CanBIM Foundations designation corresponds to the minimum number of professional hours required for application to the CanBIM P1 certification.

If the applicant **has not completed** a course(s) which has been certified as *CanBIM Foundations* and wishes to proceed based on professional hours of experience alone:

Refer to Section 'B' of the chart below, indicating the minimum number of professional hours required for application to the CanBIM P1 certification.

Reference Matrix for Determining Certification Eligibility and Requirements

		P1
Section A: If a CanBIM Foundations Course(s) and/or Program has/have been completed: The following hours are required for application to the respective CanBIM Professional Certification levels. A list of CanBIM Foundations certified courses can be found on the CanBIM website.		Hours Required for P1 Theory
CanBIM Foundations - Theory	Select	
Theory - Introductory		970
Theory - Intermediate		940
Theory - Advanced		850
Theory - Proficient		790
CanBIM Foundations - Software Skills		
Software Skills - Introductory		1000
Software Skills - Intermediate		1000
Software Skills - Advanced		1000
Software Skills - Proficient		1000
CanBIM Foundations - Theory & Software Skills		
Theory & Software Skills - Introductory		970
Theory & Software Skills - Intermediate		940
Theory & Software Skills - Proficient		850
Theory & Software Skills - Advanced		790
CanBIM Foundations - Applied Learning		
Applied Learning - Practicum		0
Applied Learning - Professional		0
Section B: If a CanBIM Foundations Course(s) and/or Program has NOT been completed OR if a Course has been completed but is NOT CanBIM Certified (See CanBIM website for list of CanBIM Certified Courses/Programs)		Hours Required for P1 Theory
		1000

16.0 SELECTION OF P1 CERTIFICATION PATHWAY TYPE

Select **ONLY one (1)** of the **two (2)** certification pathways below which best reflects your status. Refer to page 16 to determine professional hours required.

CanBIM P1 Certification (Professional Level 1)			
Complete ONLY One (1) Option	OPTION 1 CanBIM Foundations Course + Experience (Complete Box 1 to 4)	Box 1	Completed Application Form, with all relevant information, signed and dated as required.
			AND
		Box 2	Proof, in the form of a Transcript, Certificate, or Letter of Confirmation of the successful completion of a CanBIM Foundations Certified course(s) (see CanBIM website for criteria and levels).
			AND
		Box 3	Appendix A/P1- Experience Summary for CanBIM Professional Level 1 describing in detail the required hours of professional experience (See page 16) within a building-related or infrastructure-related discipline, outlining the applicant's introductory and basic knowledge of the BIM process gained by way of professional experience.
			AND
		Box 4	A current, up-to-date, Curriculum Vitae or Resume'.
	OR		
	OPTION 2 Professional Experience Only (Complete Box 5 to 7)	Box 5	Completed Application Form, with all relevant information, signed and dated as required.
		Box 6	In the case where a CanBIM Foundations Certified course(s) has not been completed, Appendix A/P1- Experience Summary for CanBIM Professional Level 1 (See page 17-18 for guidelines) describing in detail 1000 hours of professional experience within a building-related or infrastructure-related discipline, outlining the applicant's introductory and basic knowledge of the BIM process gained by way of professional experience.
			AND
		Box 7	A current, up-to-date, Curriculum Vitae or Resume'.

Note:

If the applicant has completed an introductory-level course in BIM foundations/fundamentals that **is not** CanBIM-certified, the applicant must select Option 2 above. The course outline and confirmation of course completion may be included by the applicant as supplementary/additional information for consideration during the Certification review and assessment. If unsure whether the completed course is CanBIM-certified please visit the CanBIM website and/or check with your learning provider.

To the Applicant:

To claim knowledge of BIM Foundations based on work-place experience, complete this *Appendix A/P1* and submit it together with your *Application for CanBIM P1 Certification*.

To assist with the review of your practical experience and help ensure that your *Experience Summary for CanBIM Professional Level 1 Certification (P1)* provides adequate information, it is suggested that your summary be organized as follows:

- Indicate all required information (including company name, location, employment dates and total hours)
- For each position reported, provide a summary describing the nature of work performed as per pertains specifically to the Building Information Modelling (BIM) process.

When describing your practical experience:

- Focus on what **you** did as it relates to the BIM process
- Be specific about what **you** did as opposed to the work of the team.
- Provide sufficient information about the nature and complexity of the tasks **you've** completed.

This Appendix contains six (6) summary pages for your use - use these pages and any additional pages as required. You may include additional appendices or documentation, including project documents, where there is appropriate reference to the work and, which supplement the summary and will serve as support documentation. If additional pages are added it is **REQUIRED** that the applicant append the pages at the end of the document with corresponding page numbers in order to allow CanBIM Reviewers and Assessors to adequately interpret the information in its proper order. Failure to do this may result in a deferral and/or delay in the processing of the application.

Instructions:

1. Complete this *Appendix* by providing all required information.
2. Sign the Declaration by Applicant
3. Have your Direct Supervisor for the work, review the information, and sign the Direct Supervisor's Declaration.
4. Submit the signed *Appendix* with your *Application for CanBIM P1 Certification*.

DECLARATION BY APPLICANT

I hereby certify all statements made and information provided within this Appendix (including any attachments hereto) to be true, complete and correct to the best of my knowledge.

Name: (please print)	
Signature:	Date:

Appendix A/P1

Experience Summary for Professional Level 1

The information and details provided in this Appendix will be assessed to determine if the applicant has, through professional experience:

- 1. An understanding of the general knowledge of the Building Information Modelling (BIM) process, its most basic and essential concepts and technical aspects.*

This appendix contains six (6) summary pages for your use; use these pages and any additional pages as required.

The applicant may include additional appendices or documentation, including project documents, where there is appropriate reference to the work and, which supplement the summary and will serve as support documentation.

If additional pages are added it is REQUIRED that the applicant append the pages at the end of the document with corresponding page numbers in order to allow CanBIM Reviewers and Assessors to adequately interpret the information in its proper order. Failure to do this may result in a deferral and/or delay in the processing of the application.

Appendix A/P1 – Experience Summary for CanBIM Professional Level 1

Project Name:			Project Location:		
Employer/Company Name:			Applicant's Job Title:		
Practical Experience	From		To		Total Hours
	Month	Year	Month	Year	
<p>Referring to the instructions indicated on page 15 & 18, provide a <u>detailed</u> summary about the nature and complexity of work undertaken, demonstrating a general knowledge in the theory of the Building Information Modelling (BIM) process. It is recommended that descriptions be as specific as possible with examples where applicable. Direct references to the BIM process <u>must be provided</u>.</p>					

Direct Supervisor's Declaration:

I declare that the preceding information and description is an accurate summary of the applicant's experience.

Signature:	
Name:	Date:
Supervisor's Email Address:	
Supervisor's Tel. No:	

Appendix A/P1 – Experience Summary for CanBIM Professional Level 1

Project Name:			Project Location:		
Employer/Company Name:			Applicant's Job Title:		
Practical Experience	From		To		Total Hours
	Month	Year	Month	Year	
<p>Referring to the instructions indicated on page 15 & 18, provide a <u>detailed</u> summary about the nature and complexity of work undertaken, demonstrating a general knowledge in the theory of the Building Information Modelling (BIM) process. It is recommended that descriptions be as specific as possible with examples where applicable. Direct references to the BIM process <u>must be provided</u>.</p>					

Direct Supervisor's Declaration:

I declare that the preceding information and description is an accurate summary of the applicant's experience.

Signature:	
Name:	Date:
Supervisor's Email Address:	
Supervisor's Tel. No:	

Appendix A/P1 – Experience Summary for CanBIM Professional Level 1

Project Name:			Project Location:		
Employer/Company Name:			Applicant's Job Title:		
Practical Experience	From		To		Total Hours
	Month	Year	Month	Year	
<p>Referring to the instructions indicated on page 15 & 18, provide a <u>detailed</u> summary about the nature and complexity of work undertaken, demonstrating a general knowledge in the theory of the Building Information Modelling (BIM) process. It is recommended that descriptions be as specific as possible with examples where applicable. Direct references to the BIM process <u>must be provided</u>.</p>					

Direct Supervisor's Declaration:

I declare that the preceding information and description is an accurate summary of the applicant's experience.

Signature:	
Name:	Date:
Supervisor's Email Address:	
Supervisor's Tel. No:	

Appendix A/P1 – Experience Summary for CanBIM Professional Level 1

Project Name:			Project Location:		
Employer/Company Name:			Applicant's Job Title:		
Practical Experience	From		To		Total Hours
	Month	Year	Month	Year	
<p>Referring to the instructions indicated on page 15 & 18, provide a <u>detailed</u> summary about the nature and complexity of work undertaken, demonstrating a general knowledge in the theory of the Building Information Modelling (BIM) process. It is recommended that descriptions be as specific as possible with examples where applicable. Direct references to the BIM process <u>must be provided</u>.</p>					

Direct Supervisor's Declaration:

I declare that the preceding information and description is an accurate summary of the applicant's experience.

Signature:	
Name:	Date:
Supervisor's Email Address:	
Supervisor's Tel. No:	

Appendix A/P1 – Experience Summary for CanBIM Professional Level 1

Project Name:			Project Location:		
Employer/Company Name:			Applicant's Job Title:		
Practical Experience	From		To		Total Hours
	Month	Year	Month	Year	
<p>Referring to the instructions indicated on page 15 & 18, provide a <u>detailed</u> summary about the nature and complexity of work undertaken, demonstrating a general knowledge in the theory of the Building Information Modelling (BIM) process. It is recommended that descriptions be as specific as possible with examples where applicable. Direct references to the BIM process <u>must be provided</u>.</p>					

Direct Supervisor's Declaration:

I declare that the preceding information and description is an accurate summary of the applicant's experience.

Signature:	
Name:	Date:
Supervisor's Email Address:	
Supervisor's Tel. No:	

Appendix A/P1 – Experience Summary for CanBIM Professional Level 1

Project Name:			Project Location:		
Employer/Company Name:			Applicant's Job Title:		
Practical Experience	From		To		Total Hours
	Month	Year	Month	Year	
<p>Referring to the instructions indicated on page 15 & 18, provide a <u>detailed</u> summary about the nature and complexity of work undertaken, demonstrating a general knowledge in the theory of the Building Information Modelling (BIM) process. It is recommended that descriptions be as specific as possible with examples where applicable. Direct references to the BIM process <u>must be provided</u>.</p>					

Direct Supervisor's Declaration:

I declare that the preceding information and description is an accurate summary of the applicant's experience.

Signature:	
Name:	Date:
Supervisor's Email Address:	
Supervisor's Tel. No:	

END OF APPLICATION FORM

Any additional material to support these Appendices (if applicable) should be inserted immediately following this page.

Please see page 3 of this application for information on order of documents.